



Sydney M. Hupp



Experience

Executive Assistant; Oklahoma Attorney General Scott Pruitt

January 2016-Present

- Proactively manage and direct the schedule for the Attorney General, in its entirety
- Primary interface between Attorney General and internal contacts, external contacts, and vendors
- Prepare detailed correspondence on behalf of the Attorney General
- Deploy exceptional organizational, logistical, and operational tactics to aid Attorney General in all endeavors

Deputy Director of Operations and Compliance; Attorney General Pruitt Political Team

June 2015-Present

- Directed annual budgeting and planning process for political team's budgets
- Contributed to organizational planning and fundraising strategy
- Executed and met financial and operational goals
- Required to meet stringent FEC and state ethics financial reporting standards and deadlines
- Managed data entry, accounts, payroll

Political Fundraising and Event Planning for Attorney General Scott Pruitt

May 2014-May 2015

- Planned and executed fundraising events to benefit Scott Pruitt for Attorney General efforts
- Wrote and edited marketing and campaign materials
- Converted handwritten donor records to Crimson Database to meet rigorous compliance standards

Server, Expediter Shift Leader & Trainer; Eskimo Joe's Restaurant

August 2011-November 2014

Education

Oklahoma State University

August 2011- May 2015

Bachelor of Science in Strategic Communications; Emphasis in Public Relations
Minor in Religious Studies